Port Jefferson Free Library
A   ual Report For Public And Association Libraries - 2022

1. GENERAL LIBRARY INFORMATION

Library/Director Information

[Outline of Major Changes](#)

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link <u>here</u> and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.
To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.
Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2022, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8000585290
1.2	Library Name	PORT JEFFERSON FREE LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Port Jefferson
1.6	Beginning Fiscal Reporting Year	07/01/2021
1.7	Ending Fiscal Reporting Year	06/30/2022
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2021

1.12	Ending <u>Local</u> Fiscal Year	06/30/2022
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	100 THOMPSON STREET
1.15	City	PORT JEFFERSON
1.16	Zip Code	11777
1.17	Mailing Address	100 THOMPSON STREET
1.18	City	PORT JEFFERSON
1.19	Zip Code	11777
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(631) 473-0022
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(631) 473-8661
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://portjefflibrary.org/
1.24	Population Chartered to Serve (per 2020 Census)	7,654
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	08/29/1912
1.30	Date the library was last registered	01/25/1911
1.31	Federal Employer Identification Number	111672784

1.32	County	SUFFOLK
1.33	School District	Port Jefferson
1.34	Town/City	Port Jefferson
1.35	Library System	Suffolk Cooperative Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	
1.36b	President/CEO Phone Number	
1.36c	President/CEO Email	

NOTE: For questions 1.37 through 1.44, report all information for the <u>current</u> library director/manager.

1.37	First Name of Library Director/Manager	Thomas
1.38	Last Name of Library Director/Manager	Donlon
1.39	NYS Public Librarian Certification Number	24601
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	
1.44	Fax Number of the Director/Manager	(631) 473-8661
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1.　　　　Name of municipality or district holding the public vote　　Port Jefferson UFSD

2.　　　　Indicate the type of municipality or district holding the public vote　　School District

3.　　　　Date the vote was held (mm/dd/2022)　　04/05/2022

4.　　　　Was the vote successful? Y/N　　Y

5.　　　　What type of public vote was it?　　municipal ballot proposition (Chapter 414) (Ed. Law §259(1)(b))

6a.　　　　Most recent prior year approved appropriation from a public vote:　　$3,242,315

6b.　　　　Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:　　$64,760

6c.　　　　Total proposed appropriation (sum of 6a and 6b):　　$3,242,315

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47　　　　Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.　　N

Please Note: last year's answers for repeating groups cannot be displayed.

1.　　　　Name of municipality or district holding the public vote　　N/A

2.　　　　Indicate the type of municipality or district holding the public vote

3.　　　　Date the last successful vote was held (mm/dd/yyyy)　　N/A

4.　　　　What type of public vote was it?

5.　　　　What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?　　N/A

1.48   Does the reporting library have a   Y
contractual agreement with a municipality or
district to provide library services to residents of
an area not served by a chartered library? Enter Y
for Yes, N for No. If yes, please complete one
record for *each* contract. If no, go to question
1.49.

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Name of contracting municipality or   Mount Sinai Union Free
district   School District

2.   Is this a written contractual agreement?   Y

3.   Population of the geographic area served   13,267
by this contract

4.   Dollar amount of contract $489,260

5.   Enter the appropriate code for range of   Full
services provided (select one):

1.   Name of contracting municipality or   Miller Place Union Free
district   School District

2.   Is this a written contractual agreement?   Y

3.   Population of the geographic area served   13,267
by this contract

4.   Dollar amount of contract $742,060

5.   Enter the appropriate code for range of   Full
services provided (select one):

1.49   For the reporting year, has the library   N
experienced any unusual circumstance(s) that
affected the statistics reported (e.g., natural
disaster, fire, closed for renovations, massive
weeding of collection, etc.)? If yes, please
annotate explaining the circumstance(s) and the
impact on the library using the Note; if no, please
go to Part 2, Library Collection.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	23,579
2.2	Adult Non-fiction Books	21,084
2.3	Total Adult Books (Total questions 2.1 & 2.2)	44,663
2.4	Children's Fiction Books	29,957
2.5	Children's Non-fiction Books	14,534
2.6	Total Children's Books (Total questions 2.4 & 2.5)	44,491
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	89,154

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	266
2.10	All Other Print Materials	632
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	898
2.12	Total Print Materials (Total questions 2.7 and 2.11)	90,052

ALL OTHER MATERIALS
Electronic Materials

2.13	Electronic Books	488,038

2.14	Local Electronic Collections	60
2.15	NOVEL_{NY} Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	75
2.17	Audio - Downloadable Units	412,697
2.18	Video - Downloadable Units	1,555
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	25,500
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	927,865

Non-Electronic Materials

2.21	Audio - Physical Units	8,548
2.22	Video - Physical Units	16,297
2.23	Other Circulating Physical Items	194
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	25,039

Grand Total/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	1,042,956

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.26	Cataloged Books	3,129
2.27	All Other Print Materials	0
2.28	Electronic Materials	185,318
2.29	All Other Materials	1,984
2.30	Total Additions (Total questions 2.26 through 2.29)	190,431

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 <u>calendar</u> year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1   Library visits (total annual attendance)   97,162

3.1a   Regarding the number of Library Visits   CT - Annual Count
entered, is this an annual count or an annual
estimate based on a typical week or weeks?

3.2   Registered resident borrowers   4,432

3.3   Registered non-resident borrowers   3,493

Please report information on WRITTEN POLICIES as of 12/31/22.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4   Does the library have an open meeting   Y
policy?

3.5   Does the library have a policy protecting   Y
the confidentiality of library records?

3.6   Does the library have an Internet use   Y
policy?

3.7   Does the library have a disaster plan?   Y

3.8   Does the library have a board-approved   Y
conflict of interest policy?

3.9   Does the library have a board-approved   Y
whistle blower policy?

3.10   Does the library have a board-approved   Y
sexual harassment prevention policy?

Please report information on ACCESSIBILITY as of 12/31/22.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11   Does the library provide service to   Y
persons who cannot visit the library (homebound
persons, persons in nursing homes, persons in jail,
etc.)?

3.12   Does the library have assistive devices   Y
for persons who are deaf and hearing impaired
(TTY/TDD)?

3.13	Does the library have large print books?	Y

3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA	Yes
refreshable Braille commonly referred to as a refreshable Braille display	No
screen magnification software, such as Zoomtext	Yes
electronic scanning and reading software, such as OpenBook	Yes

3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.
Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	602
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	171
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	217
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	249

3.20	Number of Synchronous General Interest Program Sessions	30
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)	1,269
3.21a	Number of Synchronous In-Person Onsite Program Sessions	1,269
3.21b	Number of Synchronous In-Person Offsite Program Sessions	0
3.21c	Number of Synchronous Virtual Program Sessions	450
3.21d	Total number of synchronous programs (3.21a + 3.21b + 3.21c)	1,719
3.22	One-on-One Program Sessions	20,912
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	3,965
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	1,832
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	1,983
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	3,218
3.27	Attendance at Synchronous General Interest Programs	450
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).	11,448
3.28a	Synchronous In-Person Onsite Program Attendance	11,448
3.28b	Synchronous In-Person Offsite Program Attendance	0
3.28c	Synchronous Virtual Program Attendance	7,989

3.28d   Total synchronous program attendance   19,437
(3.28a + 3.28b + 3.28c)

3.29   One-on-One Program Attendance   20,912

3.29a   Total Number of Asynchronous Program   0
Presentations

3.29b   Total Views of Asynchronous Program   0
Presentations within 30 Days

3.30   Total Number of Children's Programs   466
(sum of Q3.19a and Q3.19b)

3.31   Total Children's Program Attendance   5,201
(sum of Q3.26a and Q3.26b)

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library
during the summer of 2022 (check all that apply):

a.   Program(s) for children   Yes

b.   Program(s) for young adults   Yes

c.   Program(s) for Adults   Yes

d.   Summer Reading at New York Libraries   No
name and/or logo used

e.   Collaborative Summer Library Program   Yes
(CSLP Manual, provided through the New York
State Library, used)

f.   N/A   No

3.33   Library outlets offering the summer   2
reading program

3.34   Children registered for the library's   440
summer reading program

3.35   Young adults registered for the library's   144
summer reading program

3.36   Adults registered for the library's   140
summer reading program

3.37   Total number registered for the library's   724
summer reading program (total 3.34 + 3.35 +
3.36)

3.38	Children's program sessions - Summer 2022	112
3.39	Young adult program sessions - Summer 2022	85
3.40	Adult program sessions - Summer 2022	4
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	201
3.42	Children's program attendance - Summer 2022	1,975
3.43	Young adult program attendance - Summer 2022	1,076
3.44	Adult program attendance - Summer 2022	129
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	3,180

COLLABORATORS

3.46	Public school district(s) and/or BOCES	3
3.47	Non-public school(s)	2
3.48	Childcare center(s)	4
3.49	Summer camp(s)	2
3.50	Municipality/Municipalities	4
3.51	Literacy provider(s)	0
3.52	Other (describe using the State note)	0
3.53	Total Collaborators (total 3.46 through 3.52)	15

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

3.54	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y

3.55 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes
d.	N/A	No

3.56 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	293
b.	Focus on parents & caregivers	0
c.	Combined audience	281
d.	N/A	N/A
3.57	Total Sessions	574

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	8,196
b.	Focus on parents & caregivers	0
c.	Combined audience	8,064
d.	N/A	N/A
3.59	Total Attendance	16,260

3.60 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
d.	Health care providers/agencies	Yes
e.	Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61	Did the library offer adult literacy programs?	Yes
3.62	Total group program sessions	6

3.63	Total one-on-one program sessions	850
3.64	Total group program attendance	47
3.65	Total one-on-one program attendance	850

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.67	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.68	Children's program sessions	0
3.69	Young adult program sessions	0
3.70	Adult program sessions	75
3.71	Total program sessions (total 3.68 + 3.69 + 3.70)	75
3.72	One-on-one program sessions	0
3.73	Children's program attendance	0
3.74	Young adult program attendance	0
3.75	Adult program attendance	204
3.76	Total program attendance (total 3.73 + 3.74 + 3.75)	204
3.77	One-on-one program attendance	0

3.78 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No

d.   Other (describe using the Note)   No

Please report information on DIGITAL LITERACY for the 2022 calendar year.

DIGITAL LITERACY

3.79   Did the library offer digital literacy   Y
programs?

3.80   Total group program sessions   5

3.81   Total one-on-one program sessions   30

3.82   Total group program attendance   23

3.83   Total one-on-one program attendance   30

3.84   Did your library offer teen-led activities   Y
during the 2022 calendar year?

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1   Adult Fiction Books   34,745

4.2   Adult Non-fiction Books   20,713

4.3   Total Adult Books (Total questions 4.1 &   55,458
4.2)

4.4   Children's Fiction Books   68,017

4.5   Children's Non-fiction Books   14,854

4.6   Total Children's Books (Total questions   82,871
4.4 & 4.5)

4.7   Total Cataloged Book Circulation (Total   138,329
question 4.3 & 4.6)

CIRCULATION OF OTHER MATERIALS

4.8   Circulation of Adult Other Materials   53,303

4.9   Circulation of Children's Other Materials   15,783

4.10   Circulation of Other Physical Items   69,086
(Total questions 4.8, 4.9)

| 4.11 | Physical Item Circulation (Total questions 4.7 & 4.10) | 207,415 |

ELECTRONIC USE

4.12	Use of Electronic Material	60,169
4.13	Successful Retrieval of Electronic Information	22,569
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	82,738
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	267,584
4.16	Total Collection Use (Total questions 4.13 & 4.15)	290,153
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	98,654
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	45,767
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
4.20	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| 4.21 | TOTAL MATERIALS RECEIVED | 8,730 |

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| 4.22 | TOTAL MATERIALS PROVIDED | 9,812 |

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	74,884
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	Y
5.8	Is the library part of a consortium for E-rate benefits?	Y
5.9	If yes, in which consortium are you participating?	SCLS
5.10	Name of the person responsible for the library's Information Technology (IT) services	Eric Coverdale
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(631) 473-0022
5.12	IT contact's email address	

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

| 6.1 | The number of hours per workweek used to compute FTE for all paid library personnel in this section. | 35 |

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	10.5
6.5	Vacant Librarian (certified)	0

6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	16.5
6.11	Vacant Other Staff	.5
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	28.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.50

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	$65,884
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	$123,100
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

| 1. | Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. | Y |

| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y |

3.   Provides a board-approved written   Y
annual report to the community on the library's
progress in meeting its mission, goals and
objectives, as outlined in the library's long-range
plan of service.

4.   Has board-approved written policies for   Y
the operation of the library, which shall be
reviewed and updated at least once every five
years or earlier if required by law.

5.   Annually prepares and publishes a   Y
board-approved, written budget, which enables the
library to address the community's needs, as
outlined in the library's long-range plan of service.

6.   Periodically evaluates the effectiveness   Y
of the library's programs, services and collections
to address community needs, as outlined in the
library's long-range plan of service.

7.   Is open the minimum standard number of Y
public service hours for population served. (see
instructions)

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan
of service, including adequate:

8a.   space   Y

8b.   lighting   Y

8c.   shelving   Y

8d.   seating   Y

8e.   power infrastructure   Y

8f.   data infrastructure   Y

8g.   public restroom   Y

9.   Provides programming to address   Y
community needs, as outlined in the library's long-
range plan of service.

10. Provides

10a.   a circulation system that facilitates   Y
access to the local library collection and other
library catalogs

10b.	equipment, technology, and internet	Y
connectivity to address community needs and
facilitate access to information.

11.	Provides access to current library	Y
information in print and online, facilitating the
understanding of library services, operations and
governance; information provided online shall
include the standards referenced in numbers (1)
through (5) above.

12.	Employs a paid director in accordance	Y
with the provisions of Commissioner's Regulation
90.8.

13.	Provides library staff with annual	Y
technology training, appropriate to their position,
to address community needs, as outlined in the
library's long-range plan of service.

14.	Establishes and maintains partnerships	Y
with other educational, cultural or community
organizations which enable the library to address
the community's needs, as outlined in the library's
long-range plan of service.

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	1
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	2

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	65.00
8.7	Minimum Weekly Total Hours - Branch Libraries	57.50

8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	122.50
8.10	Annual Total Hours - Main Library	2,442.00
8.11	Annual Total Hours - Branch Libraries	2,285.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	4,727.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes
CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes
CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes

CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Port Jefferson Free Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	100 THOMPSON ST
4.	Outlet Street Address Status	00 (for no change)
5.	City	Port Jefferson
6.	Zip Code	11777
7.	Phone (enter 10 digits only)	(631) 473-0022
8.	Fax Number (enter 10 digits only)	(631) 473-4765
9.	E-mail Address	info@portjefflibrary.org
10.	Outlet URL	https://www.portjefflibrary.org
11.	County	Suffolk
12.	School District	Port Jefferson Union Free School District

13.	Library System	SCLS
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,442
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	101
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1924
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2022
25.	Square footage of the outlet	23,450
26.	Number of Internet Computers Used by General Public	39
27.	Number of uses (sessions) of public Internet computers per year	2,453
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum download speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps

30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Cablevision/Optimum
32.	WiFi Access	Available only when the library is open
33.	Wireless Sessions	5,642
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your **outlet** have a Makerspace?	Y
37.	*LIBID*	8000585290
38.	*FSCSID*	NY0679
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00 (for no change from previous year)
1.	Outlet Name	PortJeffLibrary@goodtimes
2.	Outlet Name Status	00 (for no change)
3.	Street Address	150 East Main St.
4.	Outlet Street Address Status	00 (for no change)
5.	City	Port Jefferson
6.	Zip Code	11777
7.	Phone (enter 10 digits only)	(631) 509-5707
8.	Fax Number (enter 10 digits only)	(631) 509-5708
9.	E-mail Address	info@pjteen.org
10.	Outlet URL	https://www.portjefflibrary.org/teens/
11.	County	Suffolk
12.	School District	Port Jefferson Union Free School District
13.	Library System	SCLS

14.   Outlet Type Code (select one):   BR

15.   Public Service Hours Per Year for This Outlet   2,285

16.   Number of Weeks This Outlet is Open   52

16a   Number of weeks an outlet closed due to COVID-19   0

16b   Number of weeks an outlet had limited occupancy due to COVID-19   0

17.   Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?   N

18.   Is the meeting space available for public use even when the outlet is closed?   N

19.   Total number of non-library sponsored programs, meetings and/or events at this outlet   0

20.   Enter the appropriate outlet code (select one):   LR

21.   Who owns this outlet building?   Other (specify using the State note)

22.   Who owns the land on which this outlet is built?   Other (specify using the State note)

23.   Indicate the year this outlet was initially constructed   1897

24.   Indicate the year this outlet underwent a major renovation costing $25,000 or more   2007

25.   Square footage of the outlet   2,500

26.   Number of Internet Computers Used by General Public   12

27.   Number of uses (sessions) of public Internet computers per year   886

27a   Reporting Method for Number of Uses of Public Internet Computers Per Year   CT - Annual Count

28.   Type of connection on the outlet's public Internet computers   Cable

29.   Maximum download speed of connection on the outlet's public Internet computers   11 Greater than or equal to 100 mbps and less than 1 gbps

30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Cablevision/Optimum
32.	WiFi Access	Available only when the library is open
33.	Wireless Sessions	1,429
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your **outlet** have a Makerspace?	Y
37.	*LIBID*	8000585290
38.	*FSCSID*	NY0679
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2022 to December 31, 2022)	17

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	No
10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?	7

10.6   Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.   Yes

10.7   If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?   5 Years

BOARD MEMBER SELECTION

10.8   Enter Board Member Selection Code (select one):   EA - board members are elected by the library association membership

List Officers and Board Members as of February 1, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9   First Name   John

10.10   Last Name   Grossman

10.11   Mailing Address

10.12   City   Port Jefferson

10.13   Zip Code (5 digits only)   11777

10.14   Phone (enter 10 digits only)

10.15   E-mail Address

10.16   Term Begins - Month   January

10.17   Term Begins - Year (yyyy)   2020

10.18   Term Expires - Month   January

10.19   Term Expires - Year (yyyy)   2025

10.20   Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.   Yes

10.21   The date the Oath of Office was taken (mm/dd/yyyy)   01/24/2023

10.22   The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   N/A

10.23   Is this a brand new trustee?   N

Please Note: last year's answers for repeating groups cannot be displayed.

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

1.   Status   Filled

2.   First Name of Board Member   Christian

3.   Last Name of Board Member   Neubert

4.   Mailing Address

5.   City   Port Jefferson

6.   Zip Code (5 digits only)   11777

7.   E-mail address

8.   Office Held or Trustee   Vice President

9.   Term Begins - Month   January

10.   Term Begins - Year (year)   2019

11.   Term Expires   January

12.   Term Expires - Year (yyyy)   2024

13.   Is the trustee serving a full term? If No,   Yes
add a Note. The Note should identify the previous
trustee whose unexpired term is being filled, and
should identify the beginning and ending date of
the unexpired previous trustee's term. Example:
Trustee is filling the remainder of [name]'s term,
which was to run from beginning date to ending
date.

14.   The date the Oath of Office   01/24/2023
(mm/dd/yyyy) was taken

15.   The date the Oath of Office was filed   N/A
with town or county clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name of Board Member   Joseph

3.   Last Name of Board Member   Orofino

4.	Mailing Address	
5.	City	Port Jefferson
6.	Zip Code (5 digits only)	11777
7.	E-mail address	
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2028
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/24/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Nicole
3.	Last Name of Board Member	Connelly
4.	Mailing Address	
5.	City	Port Jefferson
6.	Zip Code (5 digits only)	11777
7.	E-mail address	
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	January

12.	Term Expires - Year (yyyy)	2026
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/24/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Karyn
3.	Last Name of Board Member	Jensen
4.	Mailing Address	
5.	City	Port Jefferson
6.	Zip Code (5 digits only)	11777
7.	E-mail address	
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2026
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/24/2023

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Carl
3.	Last Name of Board Member	siegel
4.	Mailing Address	
5.	City	Port Jefferson
6.	Zip Code (5 digits only)	11777
7.	E-mail address	
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2027
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/24/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Kristen
3.	Last Name of Board Member	Reilly
4.	Mailing Address	
5.	City	Port Jefferson
6.	Zip Code (5 digits only)	11777

7.   E-mail address

8.   Office Held or Trustee   Trustee

9.   Term Begins - Month   January

10.   Term Begins - Year (year)   2023

11.   Term Expires   January

12.   Term Expires - Year (yyyy)   2028

13.   Is the trustee serving a full term? If No,   Yes
add a Note. The Note should identify the previous
trustee whose unexpired term is being filled, and
should identify the beginning and ending date of
the unexpired previous trustee's term. Example:
Trustee is filling the remainder of [name]'s term,
which was to run from beginning date to ending
date.

14.   The date the Oath of Office   01/24/2023
(mm/dd/yyyy) was taken

15.   The date the Oath of Office was filed   N/A
with town or county clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?   Y

Trustee Education

Please Note: last year's answers for repeating groups cannot be displayed.

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees
will not be exactly the same as the trustees listed in the section above.

1.   Trustee Name   John Grossman

2.   Has the trustee participated in trustee   Y
education in the last calendar year (2022)?

1.   Trustee Name   Christian Neubert

2.   Has the trustee participated in trustee   Y
education in the last calendar year (2022)?

1.   Trustee Name   Joe Orofino

2.   Has the trustee participated in trustee   Y
education in the last calendar year (2022)?

1.   Trustee Name   Nicole Connelly

2.   Has the trustee participated in trustee   Y
education in the last calendar year (2022)?

1.	Trustee Name	Karyn Jensen
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y
1.	Trustee Name	Joel Rosenthal
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y
1.	Trustee Name	Carl Siegel
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Port Jefferson Union Free School District
3.	Amount	$3,242,454
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Port Jefferson Union Free School District
3.	Amount	$267,508
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N

5.	Written Contractual Agreement	N
1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Miller PLace Union Free School district
3.	Amount	$742,060
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Mount Sinai Union Free School District
3.	Amount	$489,260
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$4,741,282

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$2,162
11.4	Record all Central Library Services Aid monies received from system headquarters	$0
11.5	Additional State Aid received from the System	$0
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$0
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$2,162

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$0

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0
11.11	Other Federal Aid	$0
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$10,697
11.15	Fund Raising	$0
11.16	Income from Investments	$7,746
11.17	Library Charges	$36,526
11.18	Other	$09,498
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$64,467
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$4,807,911
11.21	**BUDGET LOANS**	$0

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	$8,370,458

11.26 **GRAND TOTAL RECEIPTS,** $13,178,369
BUDGET LOANS, TRANSFERS AND
BALANCE (Add Questions 11.20, 11.21, 11.24
and 11.25; Same as Question 12.40)

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$1,073,846
12.2	Other Staff	$1,022,695
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$2,096,541
12.4	**Employee Benefits Expenditures**	$952,339
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$3,048,880

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$114,037
12.7	Electronic Materials Expenditures	$139,823
12.8	Other Materials Expenditures	$45,323
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$299,183

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$33,972
12.11	From Other Funds (71OF)	$0
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$33,972

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

| 12.13 | From Local Public Funds (72PF) | $8,750 |

| 12.14 | From Other Funds (72OF) | $0 |

| 12.15 | **Total Repairs** (Add Questions 12.13 and 12.14) | $8,750 |

| 12.16 | Other Disbursements for Operation & Maintenance of Buildings | $210,006 |

| 12.17 | **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) | $218,756 |

MISCELLANEOUS EXPENSES

| 12.18 | Office and Library Supplies | $56,955 |

| 12.19 | Telecommunications | $12,703 |

| 12.20 | Postage and Freight | $15,840 |

| 12.21 | Professional & Consultant Fees | $49,238 |

| 12.22 | Equipment | $14,357 |

| 12.23 | Other Miscellaneous | $194,832 |

| 12.24 | **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) | $343,925 |

Contracts/Debt Service/Transfers/Grand Total

| 12.25 | **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** | $32,582 |

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

| 12.26 | From Local Public Funds (73PF) | $0 |

| 12.27 | From Other Funds (73OF) | $0 |

| 12.28 | **Total** (Add Questions 12.26 and 12.27) | $0 |

Other Loans

| 12.29 | Budget Loans (Principal and Interest) | $0 |

| 12.30 | Short-Term Loans | $0 |

12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$0
12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$3,977,298

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$67,500
12.34	From Other Funds (76OF)	$0
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$67,500
12.36	**Transfer to Other Funds**	$0
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$67,500
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$4,044,798
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	$9,133,571
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$13,178,369

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	11/08/2022
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2021-06/30/2022
12.44	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45   Does the library have a Capital Fund?   Y
Enter Y for Yes, N for No. If No, stop here. If Yes,
complete the Capital Fund Report.

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1   Revenues from Local Government $0
Sources

13.2   All Other Revenues from Local Sources $4,089

13.3   **Total Revenues from Local Sources** $4,089
(Add Questions 13.1 and 13.2)

STATE AID FOR CAPITAL PROJECTS

13.4   State Aid Received for Construction $0

13.5   Other State Aid $0

13.6   **Total State Aid** (Add Questions 13.4 $0
and 13.5)

FEDERAL AID FOR CAPITAL PROJECTS

13.7   **TOTAL FEDERAL AID** $0

INTERFUND REVENUE

13.8   Transfer from Operating Fund (Same as $67,500
Question 12.35)

13.9   **TOTAL REVENUES** (Add Questions $71,589
13.3, 13.6, 13.7 and 13.8)

13.10   **NON-REVENUE RECEIPTS** $0

13.11   **TOTAL CASH RECEIPTS** (Add $71,589
Questions 13.9 and 13.10)

13.12   BALANCE IN CAPITAL FUND - $307,408
Beginning Balance for Fiscal Year Ending 2022
(Same as Question 14.11 of previous year, if fiscal
year has not changed)

13.13   **TOTAL CASH RECEIPTS AND** $378,997
BALANCE(Add Questions 13.11 and 13.12;
same as Question 14.12)

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	$128,060
14.2	Incidental Construction	$0

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$128,060
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$155,758
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$283,818
14.11	**BALANCE IN CAPITAL FUND -** Ending Balance for the Fiscal Year Ending 2022	$95,179
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$378,997

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	10.06

16.2	Total Librarians	10.06
16.3	All Other Paid Staff	14.88
16.4	Total Paid Employees	24.94
16.5	State Government Revenue	$2,162
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$64,467
16.8	Total Operating Revenue	$4,807,911
16.9	Other Operating Expenditures	$595,263
16.10	Total Operating Expenditures	$3,943,326
16.11	Total Capital Expenditures	$317,790
16.12	Print Materials	89,420
16.12a	Total Physical Items in Collection	114,459
16.13	Total Registered Borrowers	7,925
16.14	Other Capital Revenue and Receipts	$71,589
16.15	Number of Internet Computers Used by General Public	51
16.16	Total Uses (sessions) of Public Internet Computers Per Year	3,339
16.17	Wireless Sessions	7,071
16.18	Total Capital Revenue	$71,589

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	8000585290
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	NP
17.4	*Administrative Structure Code*	MO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	SU1
17.7	*FSCS ID*	NY0679
17.8	*SED CODE*	580206700003

SUGGESTED IMPROVEMENTS

Library Name:	PORT JEFFERSON FREE LIBRARY
Library System:	Suffolk Cooperative Library System
Name of Person Completing Form:	Thomas Donlon
Phone Number:	(631) 473-0022
I am satisfied that this resource (Collect) is meeting library needs:	Strongly Agree
Applying this resource (Collect) will help improve library services to the public:	Strongly Agree

Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!